



HOME OCCUPATION PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> City of Shoreline Permit Application (attached).<input type="checkbox"/> Critical Areas Worksheet (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.<input type="checkbox"/> Home Occupation Criteria Worksheet (attached).<ul style="list-style-type: none">• Describe how the proposed use complies with the Criteria listed. Include a detailed description of business including number of employees, average number of on-site deliveries each week, average number of on-site client visits per week, description of any vehicles used for home occupation that will be parked on-site.<input type="checkbox"/> Site Plans – two (2 full size) copies drawn to an engineering scale (e.g. 1" = 20').<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing. | <ul style="list-style-type: none">• Graphic scale and north arrow.• All existing buildings, structures, fences, easements, driveways, and access roads.• Dimensions of all property lines.• Building setbacks for front, side, and rear property lines.• Parking layout.• Location of signage.• Significant topographic features such as: streams, rivers, wetlands, drainage swales, steep slopes, significant vegetation, etc.• Sight distance for all entries onto city streets.• Hardscape calculations.
<ul style="list-style-type: none"><input type="checkbox"/> Floor Plans of Home – two (2) copies<ul style="list-style-type: none">• Floor plans showing square footage of total living area, and square footage of area devoted to home occupation. |
|---|---|

Submittal Fee: \$145.00 (\$145.00 hourly rate, 1 hour minimum)

Please note: Fees effective 1/2011 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. (Photocopies accepted).

OTHER PERMITS THAT MAY BE REQUIRED:

Residential Building Permit

Plumbing Permit

Gas Piping Permit

Electrical Permit

King County Health Department License if food/beverage-related business

Sprinkler Permit

Sign Permit

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

8/2011

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org